



ROBERT BENTLEY
GOVERNOR

STATE OF ALABAMA
DEPARTMENT OF MENTAL HEALTH
RSA UNION BUILDING
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MONTGOMERY, ALABAMA 36130-1410
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JAMES V. PERDUE
COMMISSIONER

**ANNOUNCEMENT OF INTENT TO FILL A NON-MERIT POSITION
EQUAL OPPORTUNITY EMPLOYER**

JOB TITLE: MH Attorney III **NUMBER:** 15-26
JOB CODE: L3000 **DATE:** July 31, 2015
SALARY RANGE: 84 (\$69,098.40 - \$105,403.20) **PCQ#:** 8813295
JOB LOCATION: Department of Mental Health
RSA Union Building
100 North Union Street
Montgomery, AL 36130-1410

QUALIFICATIONS: Graduation from approved school of law, plus extensive experience (60 months or more) in professional legal work, including experience (24 months or more) in the preparation and trial of complex civil and criminal cases. Individuals with 24 months experience working in an ADMH legal office can substitute this experience for experience in the preparation and trial of complex civil and criminal cases.

NECESSARY SPECIAL REQUIREMENTS: Possession of a Certificate of Admission to the Bar of the Supreme Court of Alabama.

KIND OF WORK: This is a highly responsible professional position within the Legal Division with the Alabama Department of Mental Health (ADMH). The employee in this position will prepare or assist in preparing cases for trial by drafting pleadings; and may assist the Chief Attorney in trial work relating to major civil or criminal cases. This position will conduct litigation in trial and appellate courts with or without supervision as circumstances demand; search for, interprets, and applies laws, court decisions, and other legal authorities on points of law involved in the preparation of materials pertaining to proposed legislation affecting the agency concerned. The employee will prepare legal papers including contracts, court and hearing documents, and various types of miscellaneous papers. This position will also advise Department heads in the interpretation of laws and proper courses of legal action; and participate in staff conferences called appropriate Department head to discuss Departmental policies. Supervision will be exercised over a small staff of clerical personnel.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Thorough knowledge of judicial procedures and of the rules of evidence. Thorough knowledge of the principles, methods, materials, and practices of legal research. Thorough knowledge of the common law and the state and federal laws particularly in regards to general administrative and regulatory functions of state government. General knowledge of Department of Mental Health operations, both programmatic and administrative. Ability to analyze, appraise, and organize facts, evidence, and present such material in a clear and logical form for oral or written presentation as briefs, opinions, orders, or decisions. Ability to analyze legal documents and instruments. Ability to draft instruments and proposed legislation. Ability to deal tactfully and effectively with state administrative officials, local governmental officials, employees, court officials, and the general public.

METHOD OF SELECTION: Applicants will be rated on the basis of an evaluation of their education, training, and experience and should provide adequate work history identifying experiences related to duties and minimum qualifications as mentioned above. All relevant information is subject to verification. Drug screenings and security clearance will be conducted on prospective applicants being given serious consideration for employment and whose job requires direct contact with clients.

HOW TO APPLY: Use an official application for Professional Employment (Exempt Classification) which may be obtained from this office, other Department of Mental Health Facility Personnel Offices, or visit our website at www.mh.alabama.gov. **Only work experience detailed on the application will be considered.** Additional sheets, if needed, should be in the same format as the application. Resumes will not be accepted in lieu of an official application. Applications should be returned to Human Resource Management, Department of Mental Health, P.O. Box 301410, Montgomery, Alabama 36130-1410 or RSA Union Building, 100 North Union Street, Montgomery, Alabama 36104. Copies of License/Certifications should be forwarded with your application. An official copy of academic transcripts is required and must be forwarded by the school, college, or university to the personnel office at the above address.

DEADLINE: August 14, 2015